

TOP SECRET



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**CENTRAL INTELLIGENCE AGENCY**

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

8 December 1954

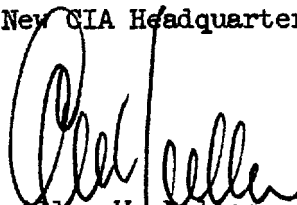
MEMORANDUM FOR: General Mark W. Clark

You have asked for specific proposals for legislation or other actions for your Task Force to consider. The following subjects merit your consideration. A brief discussion of each is enclosed.

I. Legislation Required by the Central Intelligence Agency.

ILLEGIB [redacted] II. A Congressional Committee for the Central Intelligence Agency.

III. Justification for a New CIA Headquarters Building.

  
Allen W. Dulles  
Director

Enclosures:  
I, II and III.

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I. LEGISLATION REQUIRED BY THE CENTRAL INTELLIGENCE AGENCY

In seeking to develop the Career Service of the Central Intelligence Agency, a detailed study was made of existing laws in the field of personnel administration to determine their applicability to CIA, and to ascertain what additional legislation should be sought by CIA in order to strengthen its Career Service. The basic requirements in this field, and the supporting data which prompts the recommendations for specific legislation, are set forth in the staff study of the Legislative Task Force which is forwarded herewith. Our subsequent study of these recommendations for proposed legislation for CIA indicated that it would be highly desirable to secure the following legislation:

- a. Additional medical and hospitalization benefits to be provided to CIA employees and their dependents when stationed overseas.
- b. Liberalized civil service retirement benefits providing accelerated retirement credits which will permit retirement at an earlier age than under the Civil Service Retirement Act for CIA employees with overseas service to their credit. Precedent exists for accelerated retirement in investigative positions and would tend to support a credit of  $1\frac{1}{2}$  years for each year of overseas service and an additional credit of a  $\frac{1}{2}$  year for each year of such service at an unhealthful post. However, current government thinking in this field is that such an acceleration will bring about retirement of an employee at an age where he still would have good productive years available for the Government. Therefore, it is believed that current governmental proposals will recommend an increase of retirement annuity percentages from  $1\frac{1}{2}\%$  to  $2\%$  for employees on hazardous service or with stated periods of overseas service but will not accelerate the age of retirement. CIA feels that the benefits of a Career Service should include certain benefits for overseas or hazardous service and, therefore, is prepared to recommend legislation advocating either an accelerated retirement age or an increased annuity percentage for its employees.
- c. Current accumulations of statutory annual leave are not sufficient to provide adequate home leave between tours of duty overseas and still permit adequate annual leave to employees during their tours abroad. It is our considered

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judgement that CIA employees should receive the same statutory leave benefits as are now applied to members of the Foreign Service; namely, the authority to accumulate one week of home leave for each four months of duty outside of the United States. Legislation will be required in this connection.

d. Legislation is required to authorize CIA to defray at least a part of the additional expense to employees for the cost of primary and secondary education for the children of employees stationed overseas. This will serve to defray the high cost of educating children overseas as opposed to the normal public school cost in the United States.

It should be noted that the legislative requirement for exemption for CIA from the provisions of the Performance Rating Act of 1950 has already been met by inclusion of the exemption as Section 601 (a) of P. L. 763 of the 83rd Congress.

It should be noted that Missing Persons legislation, which provides for the continuation of payments to dependents of those missing in action, is currently in force, but only because the expiration date of the present Act has been extended on a year-to-year basis by succeeding sessions of the Congress. The Department of Defense is charged with the preparation of permanent Missing Persons legislation, and the Congress has also indicated a desire to receive such legislation. The necessity for such legislation for CIA employees is readily apparent, and if it were not to be proposed on a government-wide basis, it would be necessary for CIA to seek its own authority in this field. All steps should be taken, however, to resolve the long standing disagreements between the Department of Defense and the Bureau of the Budget on this legislation so that it may be passed in the current Congress. In connection with the four major items for Career Service legislation noted above, (medical benefits for dependents, liberalized retirement benefits, statutory home leave benefits, and educational allowances for dependents overseas), it should be noted that the Government in each instance is considering government-wide action. If a review of the draft legislation on these government-wide proposals indicates that they will support the necessities of the CIA Career Service, then separate CIA legislation on these items will not be necessary. However, if a final determination is reached not to propose these items on a government-wide basis, then CIA should be prepared to seek its own legislation in this field. In any event, CIA is not in a position to seek independent legislative action now since the Bureau of the Budget would undoubtedly request the CIA to withhold its proposals pending clarification of the over-all Government program.

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In addition to the above, it is suggested that there should be a reallocation of the positions of the Director and Deputy Director of Central Intelligence in the official governmental structure as established by the Executive Pay Act of 1949 (P. L. 359 - 81st Congress). This should change the position of Director of Central Intelligence to a position equivalent to that of the Deputy Secretary of Defense and the Chairman of the Atomic Energy Commission, and raise the position of the Deputy Director of Central Intelligence from that of GS-18 to a position equivalent to an Under Secretary of a Government Department. In addition, authority similar to that granted in the Atomic Energy Act of 1954 which authorizes the establishment of not exceeding ten divisions, each to be headed by a Director, should be given for the six principal assistants to the Director. These six statutory positions would be allocated to the positions presently designated as Deputy Director for Plans, Deputy Director for Intelligence, Deputy Director for Administration, Special Assistant for Plans and Coordination, Inspector General, and General Counsel. It should be noted in the case of the General Counsel that many agencies have the position of the principal legal officer established by statute with appropriated compensation in excess of the General Schedule. This has been continued by recent statutory actions placing the position of General Counsel of the Departments of Defense and Commerce, and the Legal Advisor of the Department of State at the Assistant Secretary level. It is felt that this statutory reallocation of Central Intelligence Agency positions will serve to place them at a level commensurate with their responsibilities.

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### III. JUSTIFICATION FOR A NEW CIA HEADQUARTERS BUILDING

1. A new CIA headquarters building in which office space would be provided for the entire Agency would result in improved security, increased efficiency, and greater economy.

#### Security:

- a. Office space for the Agency is now located in thirty-three separate, dispersed buildings, twenty-nine of which are temporary, converted-type structures.
- b. There is a substantial security risk in the transfer of many highly sensitive papers between these various, widely dispersed offices on a continuing basis.
- c. No reasonable expense or effort would secure these temporary structures sufficiently to insure against forceable entry by unauthorized persons nor is it possible to maintain a satisfactory standard of fire prevention in these structures in which some of the most sensitive and vital clandestine documents in or available to this Government are housed. It would be virtually impossible to replace these documents and to attempt to do so would necessitate undertaking a program involving years of operations and an expenditure of money in the millions of dollars.

#### Efficiency:

- a. For security reasons, perhaps as much as fifty per cent of the Agency's business cannot be conducted over the telephone but must be conducted in personal conferences. For example: Considering time in transit, a minimum of one hour is necessary for an individual located in the Potomac Park area to conduct one-half hour's business with an individual located in the Administration Building.
- b. During Fiscal Year 1954 six Agency shuttle busses and twenty passenger vehicles transported more than 500,000 passengers in the conduct of Agency business. An estimated ninety-five per cent of the time lost in transit would be saved if the entire Agency were quartered in one building.
- c. Timeliness in intelligence is of paramount importance. Meaningful reports can, in many instances, only be made after consulting central files and library facilities which it is impossible to make easily accessible to intelligence analysts in our present dispersed situation.

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- d. The design and deteriorating condition of presently assigned temporary buildings are prejudicial to good management, efficiency, morale, and working conditions in general.

Economy:

- a. Tangible monetary annual savings as estimated below could be expected from the consolidation of headquarters activities in one building. It is also emphasized that either the additional savings or additional productivity to be expected from such consolidation are not included in these estimates.

<u>Item</u>	<u>Present Cost</u>	<u>Est. Cost in One Building</u>	<u>Est. Savings in One Bldg.</u>	25X11
Guard Service				
Reception Staff				
Shuttle Service				
Couriers & Messengers				
Telephone Mileage				
Building Services Officers				
Rents				
Maintenance & Alterations				
Loss of Time				
TWX Service				
TOTALS				

2. Considerations inherent in the situation outlined above have long indicated the high desirability of providing headquarters space for the Central Intelligence Agency in one permanent building. This matter is now acute because of recent Congressional approval for the construction of a new highway bridge across the Potomac River which

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would result in the removal of several of the temporary structures to which CIA is now assigned. In addition, there are concerted efforts to cause the removal of the remaining temporary buildings assigned to this Agency in the west Potomac Park area. It is our understanding that the Secretary of the Interior has in fact been charged with the removal of these temporary structures at the earliest possible date. Inasmuch as the General Services Administration has indicated that there is no other space available for assignment to this Agency new construction appears to be absolutely essential.

25X1 3. Permanent enabling legislation has been granted by the Congress for the construction of a new CIA headquarters building in the amount of [ ] Funds, however, have not been appropriated for this purpose. Conferences with the General Services Administration and the Bureau of the Budget indicate that such new construction could be undertaken either through the use of appropriated funds or a lease-purchase arrangement.

25X1 4. It is essential that the Director be immediately available to the President and the National Security Council. There are also an estimated [ ] CIA's senior staff who must be in close daily contact with personnel of other agencies, particularly the Departments of State and Defense, and who must also be immediately available to the Director as well as to those components of the Agency under their supervision and upon which they are dependent for support. The necessity for such close and expeditious coordination within the Central Intelligence Agency and the Intelligence Community dictates that the entire Agency be at one location not more than a few miles distant from the White House.

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CENTRAL INTELLIGENCE AGENCY

Question

Should the position of Director and Deputy Director of Central Intelligence be reallocated in the official governmental structure as established by the Executive Pay Act of 1949 (P. L. 359 - 81st Cong.)?

Study

1. The respective Committees of the House and Senate on Post Office and Civil Service for two years studied the question of adequate pay rates for heads and assistant heads of departments and agencies of the government. Conferences were held, and the subject was debated on the floor of each House. Finally, in October 1949, the Conference Report on H.R. 1689 was agreed to, by both bodies, as representing their best judgment in the matter, and on October 15, 1949, it was approved and became Public Law 359 - 81st Congress.

2. A heated discussion was held on the floor of the Senate as to the relative values of the services of the Director, Federal Bureau of Investigation and the Director, Central Intelligence; the former being acknowledged of bureau level and the latter as head of an independent agency. In the final action (Sec. 4), however, they were rated on the same plane (\$16,000) along with:

Assistant Comptroller General of the United States  
Assistant Director, Bureau of Budget  
Deputy Administrator, Veterans Administration  
Federal Mediation and Conciliation Director  
Chairman, Civil Service Commission

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Chairman of the Board of Directors, Export-Import Bank  
Chairman of the Board of Directors, Reconstruction  
Finance Corporation  
Chairman, U. S. Maritime Commission  
Members, Council of Economic Advisers  
Members, Board of Governors, Federal Reserve Bank  
Members, Board of Directors, Federal Deposit  
Insurance Corporation

3. The Deputy Director, Central Intelligence (Sec. 6(a) was rated (\$14,000) with:

the Housing Expediter  
the Director, Bureau of Federal Supply  
the Director, Selective Service  
Members, Displaced Persons Commission  
Members, Indian Claims Commission  
Members, War Claims Commission  
Members, Philippine War Damage Commission  
Associate Federal Mediation and Conciliation Director  
Director, Bureau of Prisons  
Commissioner, United States Court of Claims  
and many others

4. This same Act (Sec. 1) rates the head of each executive department and the Secretary of Defense equally (\$22,500), the Deputy Secretary of Defense separately (\$20,000), and the secretaries of the three armed services equally with each other (\$18,000).

5. Each Under Secretary of an executive department, the Deputy Postmaster General, the Assistant to the Attorney General, Solicitor General, Comptroller General and others (Sec. 3) are placed on the same level with each other (\$17,500).

6. Each Assistant Secretary of an executive department (including the Deputy Under Secretary of State), each Assistant Attorney General, Assistant Solicitor General, and others are rated on the same level with each other (\$15,000).

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7. Reorganization Plan No. 3 of 1953 rates the Director of the Office of Defense Mobilization with the heads of executive departments (\$22,500), and his Deputy along with the secretaries of executive departments (\$17,500). Reorganization Plan No. 6 of 1953 provides for six additional Assistant Secretaries of Defense and a General Counsel, each of whom "shall receive compensation at the rate prescribed by law for assistant secretaries of executive departments" (\$15,000).

8. The Atomic Energy Act of 1954 (P. L. 703, 83rd Cong.) (Sec. 22(a) rates the members of the Commission, other than the Chairman, in the \$18,000 class, and the Chairman in the \$20,000 class, the latter being comparable in that respect to the Under Secretary of Defense.

#### Remarks

9. The fact that the Director, Central Intelligence is head of an independent agency tends to justify a reallocation of his position and that of his Deputy. Agencies differ in size, structure and responsibility, <sup>How ever,</sup> and it does not necessarily follow that because one is head of a particular agency he must be ranked exactly equal with heads of other agencies or on a plane with positions in the executive departments.

10. The Director, Central Intelligence, within his organization, administers the Central Intelligence Agency, which collects, evaluates and disseminates intelligence. By law, he is also required to reach out from his agency to (1) advise the National Security Council concerning matters of intelligence relating to the national security; (2)

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recommend to NSC for the coordination of such intelligence activities of the governmental departments and agencies as relate to the national security; and (3) perform such other duties as NSC assigns.

11. These duties, on the one hand, place the Director, Central Intelligence in a position comparable to that of the heads of other intelligence offices or bureaus; and, on the other, make him an advisor, similar to the Council of Economic Advisors. A study of job descriptions and responsibilities found in Appendix B to House Report No. 535, dated May 9, 1949 (to accompany H.R. 1689 - now P. L. 359 - 81st Congress), does not appear to warrant a reallocation of the position of Director or Deputy Director of Central Intelligence in the official governmental structure. In any event, his responsibilities would not appear to exceed those of the Secretaries of the Armed Services, and they appear to be well placed by Congress at this time, between Under Secretaries and Assistant Secretaries of Departments. When CIA has proven its value to NSC will be time enough to make reallocations.

12. Additional study of this problem should be made from the standpoint of (1) responsibility for administration and management based on personnel, production, efficiency and costs of operation; and (2) value of position to NSC and the President.

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Onion - 1/21/55

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CENTRAL INTELLIGENCE AGENCY

Question

Is there a present need for six statutory positions in CIA subordinate to the Director and Deputy Director and to be headed by additional Deputy Directors?

Study

1. The suggestion has been made that six positions be authorized for CIA by statute and allocated to six positions now designated:

- a. Deputy Director for Plans
- b. Deputy Director for Intelligence
- c. Deputy Director for Administration
- d. Special Assistant for Plans and Coordination
- e. Inspector General
- f. General Counsel

2. From 1947 to 1953, CIA was operated by a Director. In 1953, a Deputy Director was provided by statute. In 1955, the above idea is conceived. Where will it end?

3. It is suggested that these statutory additions be patterned after the Atomic Energy Act of 1954. This Act did add several divisions, to bring the total divisions within the Atomic Energy Commission to eleven, and also provided for a General Counsel and an Inspection Division (under a Director). House Report No. 2181 (7/12/54) submitted by Hon. Sterling Cole of the Joint Committee on Atomic Energy (to accompany H.R. 9757) at page 13, explains that the "General Counsel is recognized as meriting statutory recognition, especially in view of the many new complex legal problems entering the program with the many new licensing and regulatory

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provisions in the Bill;" and that an Inspection Division has been established to gather "information to show whether or not contractors, licensees, and officers and employees of the Commission are complying with the provisions of the Act and rules and regulations of the Commission."

#### Remarks

1. The specific need for these suggested statutory positions can be evaluated only with knowledge of the specific duties and responsibilities now assigned to each present position. In any event, however, the Atomic Energy Act of 1954 provides no pattern for CIA, as the fields of the Commission and Agency, in this instance, do not parallel each other.

2. No reason has been found to change the present internal structure of CIA. It should be a "can do" Agency, and its personnel should not waste time worrying about relative positions and how big a job can be built.

3. The officials of Atomic Energy Commission are rated for annual pay purposes as:

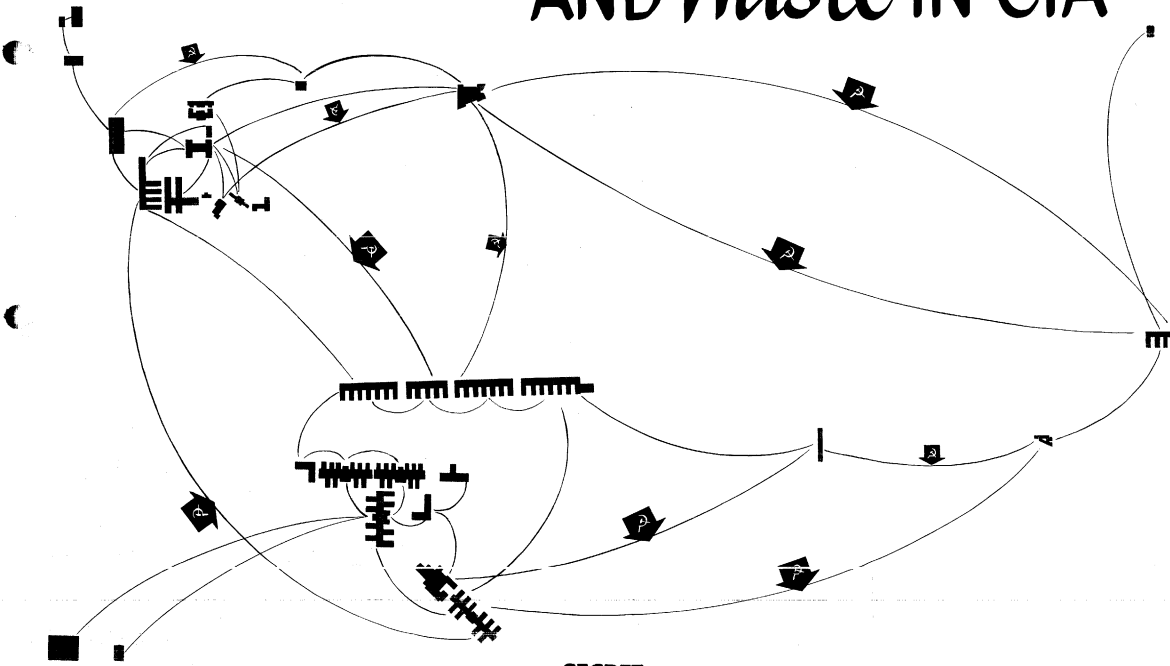
Chairman, Atomic Energy Commission	- \$20,000
General Manager	- Not to exceed \$20,000
Members, Atomic Energy Commission	- <del>\$18,000</del>
Directors of Divisions	- \$16,000
General Counsel	- \$16,000
Director, Inspection Division	- \$16,000

The Director, Central Intelligence receives \$16,000 per annum, and his Deputy at \$14,000. Unless some strong justification is offered, it is suggested that no increase be made in the case of any Director, nor any statutory up-grading be done for the positions hereinabove listed.

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# ENCOURAGE *Inefficiency, Insecurity* AND *Waste* IN CIA





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*Timeliness in intelligence is of paramount importance. Meaningful reports can, in many instances, only be made after consulting central files and library facilities which are impossible to make easily accessible to intelligence analysts in our present dispersed situation.*

*The design and deteriorating condition of presently assigned temporary buildings are prejudicial to good management, efficiency, morale, and working conditions in general. We have attempted, within logical limits, to better these conditions but results have left much to be desired.*

*The broad missions assigned to us by the National Security Council causes frequent internal reorganizations which result in necessary reassignments of space. This reassignment of space frequently involves moves between several buildings and reassignment of space within each building. Such moves are time consuming as well as expensive. While much management effort has been used in connection with this problem, it is felt that it will not be solved until we are housed in a Headquarters building design with this problem in mind.*

#### *Economy*

*An estimated annual savings [ ] may be expected from the consolidation of our Headquarters activities in one building. (See Chart showing itemized savings.)*

*It is apparent that the cost of the new building could be amortized in a relatively few years from the tangible savings alone.*

*It is also evident that our operations in relatively rental-free buildings are extremely uneconomical.*

*It is emphasized that additional savings from increased productivity resulting from the consolidation of our activities in one building have not been included in these estimates.*

#### *Summary*

*The security problems, inefficiency, and economic considerations inherent in this situation have long indicated the high desirability and practicability of providing Headquarters space for the Central Intelligence Agency in one permanent building in the Washington Metropolitan Area.*

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FEB 24 1955

MEMORANDUM FOR: The Task Force on Intelligence Activities of  
the Commission on Organization of the Executive  
Branch of the Government

ATTENTION :

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SUBJECT : CIA Budgetary and Financial Reports, Schedules  
and Exhibits

1. Enclosed herewith are the several financial reports, schedules and exhibits requested by you from the Office of the Comptroller. An itemized listing of the enclosures is attached hereto.

2. CIA considers information concerning the amount of its appropriation, the mechanism of appropriation concealment, and the geographic distribution of its covert activities to be extremely sensitive data. It is requested, therefore, that these enclosures which contain such information be carefully protected, that they not be made part of the permanent records of the Clark Committee, and that they be returned to CIA after they have served their purpose.

[REDACTED]

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L. K. WHITE  
Deputy Director  
(Support)

Enclosures  
Attachment

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**SECRET**Attachment to  
Copy No. 1 of 3  
TS #103428

Itemized List of Budgetary and  
Financial Reports, Schedules and Exhibits

- Ret'd to DD/S*
1. CIA Annual Financial Report, Fiscal Year 1954.
  2. CIA Financial Statement, As Of 30 June 1954, TS #74828, Cy 13 of 15.
  3. CIA Financial Statement, 30 September 1954.
  4. CIA Financial Statement, As Of 30 September 1954, TS #74842, Cy 13 of 15.
  5. Summary Costs of Intelligence Operations by Activity, Fiscal Years 1952 through 1956, inclusive.
  6. Comparative Summary of Obligations by Object Class, Fiscal Years 1947 through 1956.
  7. Chart of the Budget Process of the Agency.
  8. Schedule of Reimbursement to Other Government Agencies by DD/I Area Programs.
  9. Summary of External Research Projects with Non-Governmental Agencies, Fiscal Years 1954, 1955 and 1956.
  10. Summary of Cost of Training for Fiscal Years 1950 through 1956.
  11. Summary of Direct Costs of the Personnel Procurement Division for Fiscal Years 1952 through 1956.
  12. Chart of Comparative CIA Budgets for Fiscal Years 1954 through 1956.
  13. Chart reflecting the distribution of Intelligence Activities for Fiscal Year 1956.
  14. Map showing the application of Total Resources by Geographic Area for the Fiscal Years 1954 through 1956.
  15. Four-page list of reports prepared by the Office of the Comptroller on a monthly, quarterly or yearly basis.

*See add'd letter of 9 mar 55*

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# Office Memorandum • UNITED STATES GOVERNMENT

**TO :** Mr. Carey

**DATE:** 9 March 1955

**FROM :** Chief, Budget Division

**SUBJECT:** Additional Information for Col. Miller

1. In accordance with your request of 8 March, there is attached the following material for transmission to

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- a. A detailed analysis of the purpose of each external research project, together with the name of the recipient of the funds. As agreed yesterday, projects in the covert research and development program are excluded from this report.
- b. A detailed schedule of reimbursements to other Government agencies for DD/I activities.



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Attachments

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**CENTRAL INTELLIGENCE AGENCY**

**ANNUAL FINANCIAL REPORT**

**FISCAL YEAR 1954**

**Office of the Comptroller**

**Program Analysis Staff**

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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Annual Report - Highlights Fiscal Year 1954

1. This is the first of a series of annual summary reports designed to furnish data in a concise form. It represents another step in the continuing efforts of this Office to make available the recorded data on financial activities of the Agency in a usable form. At the same time, it is an attempt to present pertinent information in such a way as to assist in the successful management of CIA.
2. During the fiscal year the installation of new accounting systems has resulted in a more accurate recording of financial operations. Also, revision of accounting and budgetary procedures has developed additional data which permit the presentation of a more complete and more accurate statement of financial condition.
3. The fiscal year 1954 marked the first sizable decrease in appropriations since the establishment of the Agency. Whereas 1953 represented the high point as far as appropriated funds were concerned, the fiscal year 1954 marked the beginning of the readjustment downward.
4. This report summarizes and presents in brief the significant items contained in the detailed data in the consolidated Agency Financial Statement as of 30 June 1954.

[Redacted Signature Box]

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Acting Comptroller

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LIST OF REPORTS

Prepared by the Office of the Comptroller

<u>Title</u>	<u>Description</u>	<u>Frequency</u>	<u>Prepared by</u>	<u>Distribution</u>
Allotment Ledger Report	Allotments, Obligation and Expenditure data in detail by allotment code by fiscal year	Monthly	Finance Division (Machine Records)	Program Analysis Staff Budget Division Budget Office of Area Divisions - Deputy Director (Plans)* File
Summary Cost Report	Costs by allotment code by object class by cost account	Monthly	Finance Division (Machine Records)	Program Analysis Staff Audit Office Budget Division Office of Communications* Far East Division of Deputy Director (Plans)* File
Confidential Funds Report	Statement of Financial Condition Statement of Cost and Income Accounts Status of Allotment Accounts	Monthly	Finance Division	Comptroller Program Analysis Staff Budget Division Audit Office Vital Documents (2) File
Report of Allotments, Obligations and Expenditures	Allotment by organizational element, by allotment code Obligations and Expenditures by organizational element	Monthly	Fiscal Division	Comptroller Program Analysis Staff Budget Division Deputy Director (Plans)* Deputy Director (Intelligence)* Deputy Director (Administration)* Vital Documents (Qtrly)

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Prepared by the Office of the Comptroller

<u>Title</u>	<u>Description</u>	<u>Frequency</u>	<u>Prepared by</u>	<u>Distribution</u>
Distribution of Payments by Sub-object	Breakdown of vouchered fund expenditures by sub-object class by fiscal year	Monthly	Fiscal Division	Comptroller Budget Division Program Analysis Staff Fiscal Division File
Report on the Status of Appropriations	Summary of funds available, their status, and funds received	Monthly	Program Analysis Staff	Bureau of the Budget Comptroller Budget Division Program Analysis Staff File
Financial Statement	Summary data on current fiscal year appropriation	Monthly	Program Analysis Staff	Deputy Director (Administration) Comptroller Program Analysis Staff File
Distribution of Payments by Sub-object	Breakdown of unvouchered fund expenditures by office and sub-object class	Quarterly	Finance Division	Comptroller Budget Division Program Analysis Staff Finance Division File

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<u><b>Title</b></u>	<u><b>Description</b></u>	<u><b>Frequency</b></u>	<u><b>Prepared by</b></u>	<u><b>Distribution</b></u>
<b>CIA Financial Statement</b>	<b>Summary of activity on current year appropriation Comparison of activity for three fiscal years Statement of Financial Position</b>	<b>Quarterly</b>	<b>Program Analysis Staff</b>	<b>Director of Central Intelligence Deputy Director of Central Intelligence Deputy Director (Plans) Deputy Director (Intelligence) Deputy Director (Administration) Auditor-in-Chief Comptroller Vital Documents</b>
<b>Highlights of Agency Financial Statement</b>	<b>Brief summary of significant changes and unusual items contained in the Agency Financial Statement</b>	<b>Quarterly</b>	<b>Program Analysis Staff</b>	<b>Director of Central Intelligence Deputy Director of Central Intelligence Deputy Director (Plans) Deputy Director (Intelligence) Deputy Director (Administration) Auditor-in-Chief Comptroller Vital Documents</b>

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<u><b>Title</b></u>	<u><b>Description</b></u>	<u><b>Frequency</b></u>	<u><b>Prepared by</b></u>	<u><b>Distribution</b></u>
<b>Annual Financial Report</b>	<b>Summary report of financial activity during the year</b>	<b>Yearly</b>	<b>Program Analysis Staff</b>	<b>Director of Central Intelligence Deputy Director of Central Intelligence Deputy Director (Plans) Deputy Director (Intelligence) Deputy Director (Administration) Auditor-in-Chief Comptroller Vital Documents</b>